



# LAHORE GARRISON UNIVERSITY

Main Campus, Sector-C Phase-VI, DHA Lahore  
Ph: 042-37181821-22 Email: info@lgu.edu.pk

## MS/MPhil/Equivalent Studies Prospectus

(Process for Award of MS/MPhil/Equivalent Degrees)

In compliance with Clause 4.3 iii of the HEC Graduate Policy 2023 the LGU Directorate of Advanced Studies and Research has prepared a graduate Studies Prospectus, describing the complete process for award of an **MS/MPhil/Equivalent** graduate degree (Approved in 21<sup>st</sup> BASR meeting). Departments will ensure that the booklet shall be available for guidance of all MS/MPhil/Equivalent students.



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Notification No: 202-24

Dated: 15 Jul 2024

## NOTIFICATION

### PROCESS FOR AWARD OF MS / MPHIL / EQUIVALENT DEGREES (LEVEL- 7)

#### Summary of the Study Road Map

1.	Scrutiny of applications for admission as per HEC/ LGU Board of Studies approved entry requirements.
2.	Formulation of admission committee as per HEC/ LGU Board of studies requirement.
3.	Passing a rigorous admission test conducted by LGU with a passing score of 50%.OR LGU will accept the GRE/HAT General/Equivalent tests, with a passing score of 50%.
4.	Interview conducted by admission committee.
5.	Admission offered to successful candidates and display of 1 <sup>st</sup> / 2 <sup>nd</sup> admission merit lists.
6.	Submission of fee and issuance of Registration / Roll Number.
7.	Enrolment on ERP system through the admission office on producing fee challan by the student.
8.	Students to check start of classes from Admission office. Start of classes' time is usually just after deposit of fee. Students are advised to check from Admission office.
9.	Fee defaulters will not be allowed to appear in exams.
10.	Minimum 80% attendance is required to appear in final term exams.
11.	1 <sup>st</sup> semester cannot be withdrawn or freeze.
12.	Students are required to get their academic credentials verified/attested from respective authorities/Board/Univ by the end of first semester and submit copies to Registrar Branch.
13.	Course work of 24 Cr hrs to be completed preferably in first two semesters however in certain disciplines like Psychology Department the organizational placements may continue in subsequent semester.
14.	Completion of minimum 6 Cr hrs (Research and Thesis) in 3 <sup>rd</sup> & 4 <sup>th</sup> semester
15.	Students not attaining minimum 2.0 GPA in first semester will be dropped out instantly from the program.
16.	Students not attaining minimum 2.0 CGPA in 2 <sup>nd</sup> semester will be dropped out instantly from the program.
17.	Allocation of supervisors and research topics at the start of 3rd



	semester to those candidates securing minimum 2.5 CGPA in course work.
18.	Candidates securing 2.0 to 2.49 CGPA by the end of 2 <sup>nd</sup> semester will be given one chance in next semester to improve their F, D or C grades. If the CGPA is improved to 2.5 or above, they will be allocated supervisors and research topics otherwise will be dropped out from program.
19.	Submission of Research synopsis and its approval by board of studies at start of 3 <sup>rd</sup> semester.
20.	The approval of Supervisor/Co-Supervisor and topic of the research from BASR.
21.	Conduct of research and thesis writing in accordance to approved format.(3 <sup>rd</sup> and 4 <sup>th</sup> ) semester.
22.	In 4 <sup>th</sup> semester on satisfaction of supervisor and checking of plagiarism the student will be presented to Departmental Thesis Evaluation Committee for departmental evaluation of thesis. On the date it is approved by the committee that will be considered date of submission of thesis by the student. If the date is before start of 5 <sup>th</sup> semester, no extension in time period is required. The internal evaluation will only be carried out if the up to date university dues have been paid by the student.
23.	After approval of Departmental Thesis Evaluation Committee, without wasting any time the student will complete the check list issued by COE office duly signed by HoD and Dean. That will be submitted to CoE office through HoD/Dean for detailing of external examiner out of approved list by the Competent Authority.
24.	Evaluation of thesis/ viva-voce exam by the external examiner in the presence of Supervisor/ Co- Supervisor, HoD/Dean, representative of DAS&R/CoE and available postgraduate students.
25.	Within a week time after external evaluation the corrections (if any) will be incorporated and hard copies of thesis will be submitted to HoD through concerned supervisor.
26.	Result submission to CoE for notification will be subject to submission of final hardcopies of thesis by the student.
27.	Publication of at least one article related to research topic is mandatory at any time during study.
28.	Students failing to complete the study in 4 semesters will be issued warnings by the concerned supervisor / HoD and extension in time period will be sought well in time from DBS/FBS for final approval by BASR. All the extensions will be with fee. No extension will be awarded after eight semesters and student will be dropped from the program.
29.	The student who fails to complete the study in prescribed time limit set by HEC will be notified and terminated.



## Process for Award of MS / MPhil / Equivalent Degrees (Level- 7)

### 1. General

- a. Admission to various MS/MPhil/Equivalent disciplines in LGU is granted strictly on merit and in accordance with the rules, regulations, policies and procedures of the University under the guidelines of HEC. Application forms can be obtained from LGU admission office or the candidates may apply online. Applications will be accepted according to the schedule notified and no application form will be accepted after the last date except with the special permission of the Vice Chancellor. The admission shall be made by Departmental Admission Committee (DAC) on the basis of merit list prepared and shared with Admission Office.
- b. After the completion of the necessary stages of admission, the list of successful candidates will be displayed / uploaded on University Notice Board and LGU Website respectively. Students, who fail to pay all the dues by the due date, their right of admission will be forfeited.
- c. University has the right to reject any candidate's application if found guilty of misconduct, breach of discipline or character failure exhibited in the previous attended institution.
- d. After admission if at any stage of study the documents submitted are found fake, false stated or fudged leading to award of admission, the student will be terminated instantly.
- e. After admission the student has to submit the verified academic documents from respective boards and HEC before the completion of 2<sup>nd</sup> semester.
- f. Admissions at LGU are open to students of any religion, caste, belief, language, gender, culture and age.
- g. There is no age limit for admission to MS/M.Phil programs
- h. Attendance of 80% is mandatory for appearing in examinations.
- i. Admission may be conducted twice a year i.e. in the fall semester and spring semester.
- j. If a candidate fails to complete enrollment, his / her admission shall stand cancelled without any written notice.

## 2. Eligibility for Admission

- a. **Basic Academic Qualification /CGPA.** Sixteen years of schooling or 4 year education (minimum 120 credit hours) after HS $\dot{S}$ C/F.A./F.Sc/ Grade 12 or Equivalent shall be required for admission in the MPhil/MS/Equivalent program. Must have 50% marks (under annual system) or 2.5 out of 4.00 CGPA (under semester system) in BS / Equivalent program shall be required.
- b. **Admission Test.** LGU will: Conduct a rigorous admission test with a passing score of 50%.

OR

Accept the GRE/HAT General/Equivalent tests, with a passing score of 50%.

- c. **Intra-disciplinary Qualifications.** (Intra-disciplinary refers to sub-disciplines occurring within one of the ten broad disciplines defined by UNESCO's International Standard Classification of Education (ISCED-F-2013). The intra-disciplinary admission may only be given, if the LGU policy allows, and the applicant has a strong interest in pursuing an MS/MPhil/ equivalent degree in a different discipline. The applicant has passed GRE-Subject/equivalent test with minimum 50% marks in the discipline of admission and has taken 6-9 CH of deficiency courses of level 6. The admission committee is satisfied that the applicant's knowledge of primary area (level 6) has sufficiently prepared him or her to undertake the course of studies of the MS/MPhil/equivalent program (or, in the opinion of the admission committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program).

## 3. Medium of Instruction

The medium of instruction and examinations shall be English (Except Faculty of Islamic Studies and Urdu, which shall be in Urdu or their relevant subject language).

## 4. Coursework / Thesis Requirement

- a. Either need to complete 30 credit hours of course work (where allowed) or complete 24 credit hours of coursework along with a minimum of six (6) credit hours for research work/thesis.



- b. After successful completion of course work with minimum CGPA 2.5 or 60% marks the candidate can precede for research work/thesis.

## 5. Research Synopsis Submission

- a. After the declaration of second semester result by Controller of Examinations, Department/s will hold a meeting of Departmental Board of Studies (DBS) for the recommendation of supervisor/s along with the name of student/s. The cases of students failing to achieve minimum 2.50 CGPA in the course work will be deferred
- b. Department/s will give a written deadline to students for the submission of Research Synopsis with a suitable title of the research. After initial evaluation DBS will invite the student/s along with supervisor/s to defend the Research Synopsis.
- c. The successful cases will be presented in the concerned Faculty Board of Study (FBS).The FBS after making recommendation will seek the approval of names of Supervisor/Co- Supervisor and title of the research from BASR.

## 6. Evaluation of Thesis

### Internal Evaluation

- a. After the satisfaction of supervisor the MS/MPhil/Equivalent student will present thesis to Departmental Thesis Evaluation Committee for internal evaluation. The committee comprises fol:
  - (1) President: Chairperson of the Department
  - (2) Member 1: Supervisor
  - (3) Member 2: Co Supervisor
  - (4) Member 3: A PhD FM detailed by the Dean
- b. To ensure the governance quality, the internal evaluation will only be carried out if the up to date university dues have been paid and copies of following documents have been provided by the department for verification of DAS&R Office.
  - (1) Result of the university admission test/GRE/HAT
  - (2) BASR approval of research topic
  - (3) BASR approval of Supervisor/Co-Supervisor
  - (4) Results of coursework
  - (5) Evidence of PhD FM detailed by Dean for Departmental Thesis Evaluation Committee

- (6) Similarity Index report generated by the supervisor
  - (7) Notifications of extensions in time period (if any)
  - (8) Clearance certificate
  - (9) Internal thesis Evaluation proforma (**Anx-A**)
  - (10) Thesis Schedule- Supervisor-student interaction proforma (**Anx-B**)
- c. At least one week before the conduct of internal evaluation the copies of the thesis will be provided to the members of Departmental Thesis Evaluation Committee for their suggestions/ input/improvements to be presented on the day of internal evaluation. The student will present the thesis before committee and departmental/ LGU audience on the date announced by the Chairperson with intimation to all concerned and Dir AS&R. The internal evaluation proforma (**Anx-A**) will be filled by the committee and agreed upon suggestions/ improvements by the supervisor will be incorporated in the thesis before external evaluation.
- d. Internal Evaluation will be conducted in attendance of representative from Dir (AS&R) office and a copy of duly signed internal evaluation proforma will be sent to the office of Dir (AS&R).
- e. On verification and satisfaction by the supervisor thesis will be made available for external evaluation if the similarity index qualifies HEC standards and an external examiner has been detailed by the VC.

#### **Plagiarism / Similarity Test.**

- f. If a dissertation is found to be plagiarized, it will be handled in accordance with the Anti-Plagiarism Policy issued by the Higher Education Commission, Pakistan, as updated from time to time and adopted by LGU.
- g. A similarity test ( As per guidelines given in GEP 2023 on ethics of using similarity detection software and interpreting the similarity reports) in accordance with the HEC's Anti-Plagiarism Policy, will be conducted on the dissertation before its submission for external evaluation.
- h. If the report has a minimum similarity index  $\leq 19\%$ , then the benefit of the doubt may be given to the author but, in case, any single source has a similarity index  $\geq 5\%$  then it needs to be checked as a basis



of potential plagiarism; due to its drawing upon the author(s) own work(s), these may be considered acceptable and not be used to penalize the author(s), provided it does not result in a duplicate publication. Levels of EDS may also be considered for further interpretation as per the EDS Manual.

### **Thesis Submission**

- i. After successful internal evaluation a candidate registered for M.Phil / MS / Equivalent program, may submit his/her final thesis for external evaluation by the end of 4<sup>th</sup> semester or latest before the start of 5<sup>th</sup> semester.
- j. Original Plagiarism report along with the Certificate from Supervisor and declaration by the student must be submitted while submitting the thesis.
- k. In case of failure of thesis submission within time, the candidate can apply extension in time period not exceeding the maximum time limit for completion of degree. The approval of BASR is required for all extensions.

### **Detailing of External Examiner**

- a. The external examiner will be 1 X PhD from the Pakistani Public / Private HEC recognized Universities /DAI/Research organizations or Industry detailed by the vice chancellor out of BASR approved list of external examiners. The following general guidelines will be observed while selecting external examiner:
  - (1) **Relevance of Expertise** in the same or related fields as in the dissertation.
  - (2) **No Conflict of Interest** in personal, financial, or professional stakes in a particular decision or outcome.
  - (3) **Objectivity** capable of making unbiased evaluations.
  - (4) **Diversity** in terms of geography, culture, professional backgrounds etc.



- (5) **Reputation** Must be good in the field, with a track record of fair and thorough evaluations.
- (6) **Availability** Should have the time and availability to review the dissertation.
- (7) **Professionalism** Capable of conducting themselves in a respectful and professional manner throughout the evaluation and defense process (if applicable).
- (8) **Communication** Capable of providing clear and constructive feedback on the dissertation.
- (9) **Confidentiality** Capable of maintaining confidentiality and protecting the intellectual property of the dissertation.
- (10) **Compatibility** Well-versed with the research methodology, approach, and theories used in the dissertation.

#### **External Evaluation**

- a. An external defense / Viva Voce of the dissertation is required after thesis submission and positive evaluation of the Departmental Thesis evaluation Committee.
- b. After positive evaluation a copy of thesis duly certified by the supervisory committee that the contents and form of the thesis are satisfactory for submission will be sent to the external examiner (detailed by the VC) through the office of the Controller of Examinations (CoE) for external evaluation. Supervisor after consultation with external examiner shall write to the CoE for notifying the date, time and venue of thesis evaluation.
- c. At least three members of the Boards of Examiners of whom one must be an external examiner shall "for the purpose of evaluating the thesis," hold a viva voce examination and such other tests as they consider necessary. The external examiner shall be given reasonable time to go through the contents of the thesis critically. The viva voce examination would be conducted at least after one week of the receipt of thesis by the external examiner.

- d. The evaluation will be carried out by external and internal evaluators jointly. In general, the following principles and guidelines will be ensured:
- (1) **Announcement.** Through mails to all concerned including DAS&R Office
  - (2) **Students Access.** Within LGU
  - (3) **Neutral Chair.** To ensure that defense was conducted fairly and in accordance with the rules and regulations.
  - (4) **Presentation.** of the dissertation by the student if desired by the evaluators
  - (5) **Question and Answer Session.** To provide a basis for defense evaluation.
  - (6) **Objective Evaluation.** by based on the quality of the research and the researcher's ability to defend.
  - (7) **Final Decision.** Expressed in the following terms:
    - Pass or Pass with minor amendments or
    - Deferred for resubmission and re-defense or.
    - Fail (in exceptional circumstances and for the reasons to be recorded by the defense committee)
- e. In addition to above the viva voce examination session and such other tests should be attended by the HoD, available FMs and representative of Exam Branch / DAS&R office.
- f. The thesis evaluation should be completed within six weeks from the date of dispatch of thesis by the Controller of Examinations to the quarter concerned. In case of regret from the first External Examiner nominee (s), second approval of External Examiner nominee(s) shall be immediately sought from the VC by the CoE.
- g. In case the examiner suggests some alterations or improvements in the thesis, the thesis shall be deferred and resubmitted after corrections.



h. Total marks awarded for research/thesis will be converted into a letter grade as prescribed in LGU regulations and average grades on the basis of course work and research/thesis will then be worked out to calculate the final CGPA.

(1) The supervisor shall send the award list of thesis examination after counter signature of the Head of Department (HOD) through Dean of the faculty to the office of the Controller of CoE after making sure that the student has incorporated the suggested improvements. The Controller of Examinations shall notify the result of the student after receiving three bound copies of thesis.

(2) In case of disagreement between the Supervisory Committee and the External Examiner regarding the acceptance of the thesis it shall be referred to another external examiner, with the due approval of the VC.

## **7. Submission of Result**

a. Within a week time after positive external evaluation the corrections (if any) will be incorporated and hard copies of thesis will be submitted to HoD through concerned supervisor.

b. Result submission to CoE for notification will be subject to submission of final hardcopies of thesis by the student and final clearance by all concerned. The thesis shall be written and bound according to the format approved by the BASR.

## **8. Degree Completion Timeline**

a. Depending upon the nature of MS/MPhil/Equivalent degree will be awarded by the LGU not before the completion of 1.5 years or three (03) regular semesters (where allowed) and not after completion of four (04) years or eight (08) regular semesters.

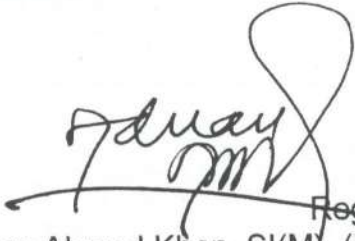
b. In case a student is unable to secure an MS/MPhil/Equivalent within the prescribed timeframe and claims for extension in duration, the university may constitute appropriate authority and determine the causes of delay. In the event of force majeure (i.e., delay on account of

circumstance beyond the control of student), LGU may grant an extension in the period of award of MS/MPhil degree in accordance with the duration limiting factor(s).

## 9. Credits Transfer, Evaluation and Grading

- a. The credit transfer of coursework from one university/DAI/HEI to another as well as to evaluate students' academic performance (both formative and summative) and award of grades, HEC's Policy Guidelines, issued from time to time, for implementation of the Uniform Semester Examination System in Higher Education Institutes of Pakistan will be followed.
- b. The transfer of research work is permissible, provided that the host university accepts the research conducted at the parent university prior to the credit transfer.

This policy has been approved in 21<sup>st</sup> BASR meeting held on 12 Jun 2024 and supersedes all previous policies on the subject.

  
Brig  
Registrar  
[Adnan Ahmed Khan, SI(M), (Retd)]

All Deans, All Directors, Treasurer, CoE, All Chairpersons & BASR Coordinator



## LAHORE GARRISON UNIVERSITY

Department of \_\_\_\_\_

## Proforma for Thesis Internal Evaluation

Date of Internal Defense: \_\_\_\_\_

Roll No /Name of Student				
Name of Degree				
Thesis Title				
Name of Supervisor				
Name of Co Supervisor: if any				
Name of member Thesis Evaluation Committee Detailed by Dean				
	<b>COMMENTS</b>			
	Yes /No	No Changes	Minor Changes	Major Changes
<b>Title of the Research</b>				
Does it match with the title approved from BASR?				
<b>Abstract</b>				
Is this concise and give the summary of all segments of study?				
Does it contain rationale of study?				
Is this within the word count range (400- 600)				

<b>Introduction and Review of Literature</b>				
Research Background /Context , Existing Information				
Review of literature with enough citations to support the information				
Research Gap Analysis				
Significance and scope of the study				
Problem Statement, Hypothesis & Objectives				
<b>Methodology</b>				
Does the experimental/ survey/Analytical work performed is enough?				
Method chosen justifies the objectives / hypothesis of study or not?				
<b>Quality of Research</b>				
Research Aims/ Objectives meeting the SDGs				
Methods applied in the study (this should include measure/methodologies that are sound/meet research goals)				
Impact (Significance and importance of findings/Conclusions etc)				
<b>Discussion</b>				
Analysis of findings				
Comparative analysis with cited literature				
Justifications or likely reasons for disagreements				
Future recommendations				
<b>References</b>				
As per format?				
Matches with cited in the thesis?				



<b>Prospects of research Publication</b>		
<b>Turnitin Check (similarity index percentage)</b>		
<b>Formatting of Thesis as per Guidelines</b>		
<b>Recommendations/Suggestions:</b>  If required separate page may be used:	(1)	Recommended without revision
	(2)	Recommended with minor revisions in presented thesis
	(3)	Retake of internal defense with incorporation of major revisions in the presented thesis

**Verified and Evaluated by Departmental Thesis Evaluation Committee**

**President: (HoD)**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Member 1: (Supervisor)**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Member 2: (Co-supervisor/if any)**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Member 3: (PhD Faculty member nominated by Dean)**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Copy Received by Directorate of Advance Studies & Research on

\_\_\_\_\_

**MPhil /MS/ PhD Research / Thesis Schedule and /Supervisor-Supervisee  
Interaction Proforma**

After completion of course work and approval of Research Synopsis / allocation of supervisor/ title of research from BASR the under mentioned proforma will be placed in student's file and updated by supervisor on weekly basis. For monitoring and assurance of governance quality of research the same will be shared with Chairperson, Dean and Dir AS&R office on monthly basis.

**1. Student's Details**

- a. Name/ Roll No: \_\_\_\_\_
- b. Degree (Session)/  
Dept \_\_\_\_\_
- c. Topic of Research: \_\_\_\_\_

**2. Supervisor's Details**

- a. Name and  
designation: \_\_\_\_\_
- b. Department: \_\_\_\_\_

**3. 2<sup>nd</sup> Supervisor's / CO Supervisor's Details**

- a. Name and  
designation: \_\_\_\_\_
- b. Department: \_\_\_\_\_

**4. Meeting Schedule (3<sup>rd</sup> semester)**

Ser	Weeks	Day and Time	Agenda of Meeting	Progress on Agenda (To be endorsed by the supervisor)
a.	Week-1		Explanation of Supervisor and supervisee role. Discussion on proposed topic of research and sharing the <b>Research Synopsis format</b> with supervisee.	
b.	Week-2		Discussion and development of <b>Research Synopsis</b> (Introduction and Review of Literature portion)	
c.	Week-3		Discussion and development of the <b>Research Synopsis</b> (Justification / significance – Likely benefits / Objectives and research gap)	



d.	Week-4		Discussion and development of <b>Research Synopsis</b> (Plan of work – Methodology Data / results collection methods – Statistics program to be applied, Facilities available, places of Work and References )	
e.	Week-5		<b>Final Research Synopsis</b> and formulating a suitable topic for approval from BASR. Submission to HoD in soft and hard form for record <b>In case of PhD study:</b> Preparation for presentation and final approval of Research Synopsis and topic from BASR through DASR.	
f.	Week-6		Discussion on Research Ethics and formulation of templates for noting the observations and recording the results.	
g.	Week-7		<b>Conduct of Research:</b> Discussion to ensure the availability of all chemicals/ reagents/ Glassware/ equipment and allied facilities for experimentation, sample collection / data collection or <b>conduct of a survey.</b> If required initiate letters to collaborating institutions/ departments	
h.	Week-8 to 16		Discussion on <b>Research Progress</b> as per plan of work given in the Research Synopsis and how to address the hurdles / impediments	

5. Meeting Schedule (4<sup>th</sup> sem MS/MPhil) – For PhD students see Foot Note

Ser	Week	Day and Time	Agenda of Meeting	Progress on Agenda (To be endorsed by the supervisor)
a.	Week-1		Sharing the <b>format of Thesis writing.</b> Discussion on <b>Research Progress</b> as per plan of work given in the Research Synopsis and address the hurdles/ impediments	
b.	Week-2 to 3		Discussion on <b>Research Progress</b> and writing of <b>introduction</b> for thesis writing	
c.	Week-4 to 5		Discussion on <b>Research Progress</b> and writing of <b>Literature Review</b> for thesis writing	
d.	Week-6 to 7		Discussion on <b>Research Progress</b> and writing of <b>Literature Review</b> for thesis writing	

e.	<b>Week-8 to 9</b>	Discussion on <b>Research Progress</b> and finalization of <b>Introduction /Literature Review</b> for thesis	
f.	<b>Week-10</b>	Discussion on <b>Research Progress</b> and writing of <b>Methodology</b> chapter for thesis writing	
g.	<b>Week-11</b>	Discussion on <b>Research Progress</b> and finalization of <b>Methodology</b> chapter for thesis writing	
h.	<b>Week-12 to 13</b>	Critical thinking and data Analysis Discussion and Formatting	
i.	<b>Week-14</b>	Discussion on results tabulation / interpretation and statistics application.	
j.	<b>Week-15</b>	Writing of <b>Results</b> section of Thesis	
k.	<b>Week-16</b>	Writing of <b>Discussion</b> section of Thesis and <b>References</b>	
l.	<b>Week-17</b>	Finalization of <b>Discussion</b> section of Thesis and <b>References</b> . Checking of plagiarism and preparation of <b>presentation</b> for internal defence	
m.	<b>Week-18 to 19</b>	Clearance by departmental <b>thesis evaluation committee</b> and conduct of <b>internal defence</b> . <b>Submission of thesis</b> for external defence	

Note - For **PhD** studies in pursuit of creating new knowledge an extensive research is required and therefore the minimum time line to complete the degree is three years. For PhD students the schedules / timelines and agenda of the meetings will be framed by the respective supervisor from 4<sup>th</sup> semester onward as per requirements / nature of the research/ timelines.